

Summary of Administrative Process for Save Our Homes Portability Contained in Senate Bill 4D

The following outlines the process for property appraisers and taxpayers to transfer a Save Our Homes assessment limitation difference from a previous homestead, including support information needed. In developing this document, the Department considered various proposals for implementing the bill. Go to <http://dor.myflorida.com/dor/property/portstrucreasons.pdf> to see the reasoning behind this proposal.

The process is for a taxpayer wishing to transfer a homestead assessment limitation difference from a previous homestead to apply to the property appraiser in the county in which the new homestead is located (new property appraiser). The applicant will complete a Form DR-501T before March 1st. The new property appraiser would transmit a copy of the application form along with a copy of the homestead exemption application to the property appraiser in the county where the old homestead was located (previous property appraiser). A certificate of transfer (Form DR-501R) documenting relevant information would be completed by the previous property appraiser and returned to the new property appraiser. The new property appraiser, based on the information supplied in the certificate, would then calculate the homestead assessment limitation difference transfer and apply it to the new homestead.

At a more detailed level, the new process for 2008 would be as follows:

1. The taxpayer requesting the transfer would fill out Form DR-501T and submit it to the property appraiser in the county where the new homestead is located. (see Form DR-501T at: <http://dor.myflorida.com/dor/property/dr501t.pdf>) A separate Form DR-501T would be required for each co-applicant requesting transfer from a different previous homestead. If two or more co-applicants are requesting transfer from the same homestead, only one form is required but it would be completed and signed by all co-applicants from that homestead. Like the application for homestead exemption, the due date for completing Form DR-501T is March 1.
2. Required information on Form DR-501T to request transfer of a homestead assessment difference would include:
 - a. Name of applicant;
 - b. County of previous homestead;
 - c. Address of previous homestead;
 - d. Parcel ID of previous homestead;
 - e. A list of the names of all co-applicants who were owners of the previous homestead and who made that homestead their permanent residence;
 - f. A list of the names of all other owners of the previous homestead who are not applying for the transfer;
 - g. Date previous homestead was sold, no longer used or abandoned as a homestead;
 - h. Affirmative statement that none of the previous owners remained in the homestead;

3. Once the form or forms (there would be multiple forms if owners of the new homestead were requesting transfer from different previous homesteads) are completed, the new property appraiser would transmit each Form DR-501T to the property appraiser in the county where the previous homestead was located together with a copy of the Original Application for Ad Valorem Tax Exemption (Form DR-501). If the previous homestead and the new homestead are in the same county, the property appraiser would not need to transmit any copies of the DR-501 or DR-501T.
4. Based on the information supplied on the Form DR-501T, the property appraiser in the county where the old homestead was located would complete a certificate of transfer (Form DR-501R) for transmittal back to the new property appraiser. (see Form DR-501R at: <http://dor.myflorida.com/dor/property/dr501r.pdf>). If the previous homestead and the new homestead are both located in the same county, there is no need for the property appraiser to complete a DR-501R. The DR-501 certificate would contain the following information:
 - a. Applicant's name and address and parcel ID of previous homestead;
 - b. Verification that the property was homesteaded in 2007;
 - c. Verification that the property will be reassessed at just value as of January 1, 2008; If any of the owners remain living in the previous homestead and continue to receive the homestead exemption, there could be no transfer;
 - d. The number of owners of record of the previous homestead;
 - e. The name of each owner of record and a statement of whether that owner received the homestead exemption on that property in 2007;
 - f. The 2007 just value of the homestead portion of the property;
 - g. The 2007 assessed value of the homestead portion of the property;
 - h. A statement of whether these values are or are not final tax roll values.
5. The completed certificate of transfer (Form DR-501R) would be returned to the office of the new property appraiser by April 1st or two weeks after receipt of the transfer request, whichever is later. Based on the information included on the certificate (or certificates if more than one was sent for applicants requesting transfer from separate previous homesteads), the new property appraiser would calculate the amount of assessment limitation difference to be transferred and the assessed value for the new homestead.
6. Documenting changes in the tax roll due to this provision will necessitate changes to the record layout and the information provided on the NAL file submitted to the Department.